

GENERAL SERVICES OFFICE REGULATION

NUMBER GSO-20-650-1

4 December 1953

SATURDAY DUTY IN THE GENERAL SERVICES OFFICE

1. AGENCY REQUIREMENTS FOR SATURDAY WORK

- a. Paragraph 1 of CIA Regulation No. , dated 7 April 1953, states as follows:

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"The normal official hours of work for all activities of the Agency are from 0830 hours to 1700 hours Monday through Friday. Office heads shall schedule any other tours of duty for only those employees necessary to meet the requirements of their respective Offices."

- b. The Acting Deputy Director (Administration) has directed that someone be on duty in the Office of the Chief, General Services Office, on Saturdays.

2. GSO POLICY

- a. The General Services Office is responsible for providing adequate telephone, courier, and special reproduction service to CIA activities on Saturdays. Sufficient personnel must be available to fulfill these requirements.
- b. In addition to 2a above, the General Services Office will have on duty each Saturday one employee of grade GS-11 or above, to serve as GSO Saturday Duty Officer between the hours of 0830 and 1230.
- c. Stenographic and typist personnel will not be required for regular Saturday duty, and overtime will be authorized for this purpose only when stenographic or typist help is necessary in connection with work required to be performed by the GSO Saturday Duty Officer on that day.
- d. In urgent situations when approval has been given for overtime work on Saturdays by additional GSO employees not mentioned in 2a, 2b, or 2c above, all such personnel will be required to call the GSO Saturday Duty Officer by telephone upon their arrival and advise him of their presence. The GSO Saturday Duty Officer may call upon these personnel to assist him in the event matters arise requiring their services.
- e. Overtime pay for Saturday work required by this regulation will be authorized when such work does not fall within the regular tours of duty of the employees performing such duty and when payment is in accordance with Agency regulations.

3. DESIGNATION OF GSO SATURDAY DUTY OFFICERS

- a. The Administrative Officer, GSO, will be responsible for the maintenance of a current alphabetical list of all GSO employees of GS-11 or above. Saturday duty will be rotated among these employees in the order in which their names appear on the list. Prior to the beginning of each month the Administrative Officer will prepare rosters indicating those individuals assigned to perform Saturday duty during the coming month and distribute copies thereof to Division Chiefs and employees whose names appear thereon.
- b. On Thursday of each week, the Administrative Officer will remind the individual concerned of his assigned duty the following Saturday.
- c. Exchanges in assigned dates for Saturday duty between individuals may be made by mutual agreement and notification to the Administrative Officer, GSO, in advance of the day on which duty is to be performed. However, the person assigned for the day of duty will be responsible for being sure that his replacement actually reports for duty.

4. PREPARATION OF GSO SATURDAY DUTY OFFICER BOOK

- a. The Administrative Officer will be responsible for preparing and maintaining a GSO Saturday Duty Officer Book containing appropriate information for the GSO Saturday Duty Officers, including names, home addresses and telephone numbers of key personnel, stenographers and typists in the General Services Office, instruction as to action to be taken on certain matters which may arise, copies of rosters, forms for use in recording events of the day, and similar information which may be helpful to the Duty Officer.
- b. The Administrative Officer will insure that the GSO Saturday Duty Officer Book is made available each week for use on Saturday by the GSO Saturday Duty Officer.

5. POST OF DUTY OF GSO SATURDAY DUTY OFFICER

The GSO Saturday Duty Officer will be located at the desk of the secretary to the Chief, General Services Office, in Room 137,  on Extension . Stenographic or typist personnel, when required to be on duty, will work at the desk of the secretary to the Deputy Chief, General Services Office, also in Room 137.

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6. ABSENCE OF GSO SATURDAY DUTY OFFICER FROM POST OF DUTY

If it is necessary for the GSO Saturday Duty Officer to leave his post of duty for an extended period, he is to call the Office of the Deputy Director (Administration), (extension ) and notify them of his absence, the extension on which he may be reached while absent from his post, and the approximate time he will return. Upon returning, he

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should notify them that he is again available. Prior to leaving his post unattended at any time, he will take the necessary security precautions to insure that such post is completely secure.

7. TRANSPORTATION FOR GSO SATURDAY DUTY OFFICER

If transportation is required by the GSO Saturday Duty Officer to handle official matters arising, same may be requested by calling the Motor Pool Dispatcher, Extension

8. REPORTS TO BE MADE BY GSO SATURDAY DUTY OFFICER

- a. The GSO Saturday Duty Officer will maintain a record of all personnel falling in the category of those mentioned in 2d above who report for work in GSO on Saturday. (A form for this purpose will be included in the GSO Saturday Duty Officer Book.) He will also maintain a list of problems arising and telephone calls received.
- b. A report of the events occurring and the action taken on Saturday will be prepared and submitted by the GSO Saturday Duty Officer to the Chief, General Services Office, on the following Monday morning, at which time the GSO Saturday Duty Officer Book will be returned to the Administrative Officer.

9. SECURITY CHECK BY GSO SATURDAY DUTY OFFICER

Offices entered by the GSO Saturday Duty Officer should be thoroughly checked by him prior to his departure for the day. He should assure that windows are locked, wastebaskets are free of classified material, and the offices, safes, and classified material are completely secured prior to leaving the building at 12:30 p.m. The time of his departure from his post of duty will be inserted in the GSO Saturday Duty Officer Book on the form provided, and he will initial in the space provided to indicate that the security check has been made. The GSO Saturday Duty Officer Book will, at the end of his tour of duty, be secured in accordance with security regulations, depending upon the classification of the material contained therein.

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Chief, General Services Office